

22 July 1974

MEMORANDUM FOR THE RECORD

SUBJECT: 1974 National Civil Service League Career Service Awards Program

1. The National Civil Service League selected Mr. Carl E. Duckett to receive one of its 1974 Career Service Awards for Sustained Excellence. Representatives of the personnel and information staffs of the 11 organizations with winners this year were invited to a planning session on 16 July to begin preparations for the Awards Ceremony which will be held at the State Department on 9 October. [REDACTED] Public Affairs Staff; [REDACTED] DD/S&I Executive Officer, and I attended the planning meeting. STATINTL

2. Ada Kimsey, an Associate Director of the League, conducted the meeting. We were provided with examples of promotional materials used in the past and encouraged to generate as much internal and external publicity as possible. Mrs. Kimsey indicated that she had been in touch with the Federal Times and that she expects them to run an item with pictures as soon as she can provide pictures of all the winners. She also plans to contact publications that have had articles in the past, such as Nation's Business and Government Executive. We were encouraged to use any contacts our organizations may have in obtaining publicity for our individual winners in particular and the Program in general.

3. The Awards Ceremony this year will be a cocktail reception rather than a banquet. It will be held in the Benjamin Franklin Room at the Department of State from 5 to 7 p.m. on 9 October. Plans are being made for approximately 300 persons to attend by invitation only. The League will extend invitations as follows:

Winners, their wives or husbands and up to six family members or friends.

Agency Heads who will present awards

Former Awardees

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NCSL Board of Directors

Sponsors who contribute \$500 and may invite 20 guests

Honored Guests to include national figures suggested by winners

Press and Photographers

Personnel and Information Staff members assisting with Program

The guest list has to be completed by 1 September because of the need to clear with State security.

4. Each winner will receive a plaque. It has not as yet been determined whether there will be additional presentations to the winners. In past years the League has presented awards of \$1,000 and gold watches.

5. Initial plans for the Program are as follows:

- a. Reception and cocktails from 5 to 6 or 6:30 p.m.
- b. Awardees and wives, Agency Heads and NCSL Board will move to a platform or suitable area between 6 and 6:30 p.m. for presentations.
- c. NCSL President, Mortimer Caplin, will serve as master of ceremonies and announce each winner and Agency Head.
- d. Agency Head will make a two or three sentence introduction.
- e. NCSL Board Member will present award. Acceptance remarks are not expected.

6. There will be no reserved parking available and parking in the area during the rush hour will be difficult. Individuals are encouraged to arrange for official cars wherever possible. In view of the afternoon hour, business suits for the men and cocktail dresses for the ladies are expected to be the most appropriate attire. The only wives or husbands expected to attend are those of the winners.

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7. There is a possibility that the ceremony will be filmed for League publicity purposes. The NCSL will also have a photographer to take candid pictures during the evening. Each organization was invited to assign a photographer to take pictures at the reception, but the planning group agreed that 11 or 12 photographers for a reception of 300 people would be too much. Miss Kimsey was aware that CIA has always provided a photographer for these events and is most appreciative of the fine coverage we have given in the past. After some discussion, it was apparent that two photographers from the same organization would probably do the best job and we tentatively agreed to provide CIA photographers. This will, of course, be the subject of further consideration, discussion, and arrangements.

8. The following actions have been requested by the NCSL:

a. The Director has been invited to attend the reception and make the presentation.

- A memorandum of acceptance was sent on 5 July.

b. Staff members to attend the 16 July planning session.

- Three Agency representatives were present.

c. Provide 50 glossy photos (3x5) of the awardee.

- I gave Mr. Duckett's photos to Miss Kimsey on 16 July.

d. Forward to NCSL the names and addresses of:

- Home state Congressman and two Senators of Awardee [redacted] will obtain information). STATINTL

- Business firms and organizations that would be interested in contributing to the Program in honor of Awardee. (This is considered questionable and will be discussed with Mr. Duckett).

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- Professional organizations ~~that would be~~ interested in the Awardee. [redacted] will pursue.) STATINTL
- Honored guests to include ~~national figures~~ well known to Awardee. [redacted] will handle.) STATINTL
- Friends and colleagues who might be interested in contributing. STATINTL

e. Send out press releases on Awardee, arrange for articles and arrange T.V. or radio coverage. [redacted] will handle.)

f. Forward to NCSL by 15 September a copy of the Director's one or two sentence introduction for Mr. Duckett.

g. Provide names of Agency photographers by 1 September.

h. Provide Mr. Duckett's guest list by 1 September. [redacted] will handle.)

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[redacted]  
Deputy Chief  
Benefits and Services Division

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His contribution to the 1972 SALT Agreement has been singled out as one of the Agency's most significant achievements; in addition to keeping current on foreign S&T developments, he oversees nine offices which collect, process and analyze intelligence which, ~~-- in effect --~~ monitors the SALT agreements in operation.

among  
other  
responsibilities  
has the  
affairs of

O.K.

Gail - Suggest you start a file  
on Mr. Duckett.

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